

Opening Date:	June 4, 2015	Closing Date:	August 1, 2015
Job Title:	District Court Commissioner	Position Type:	Regular Full Time
PIN:	088740	FLSA Status:	Exempt
Locations:	District 4, St. Mary's County Leonardtown, Maryland	Salary:	J13 \$47,322
		Financial Disclosure:	Yes

Essential Functions: District Court Commissioners are judicial officers involved in conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds or determining conditions of pre-trial release for arrested persons. District Court Commissioners receive general supervision from a District Court Managing Commissioner or Administrative Commissioner and perform the full range of duties with complete independence after an initial period of training and orientation. District Court Commissioners are assigned to day, evening or night shifts, or serve in an "on-call" capacity, and are subject to call-in during emergencies and staffing shortages. Work is performed in a District Court building, police station or Central Booking facility. Employees may be exposed to individuals who are hostile, emotionally charged and/or unhealthy or wounded.

District Court Commissioners are appointed by the Administrative Judge of the assigned District with the approval of the Chief Judge. District Court Commissioners serve at the pleasure of the Chief Judge.

Education: B.S. or B.A. degree from an accredited college or university.

Skills/Abilities: Demonstrated experience using a personal computer and the ability to type efficiently. Excellent interpersonal skills as well as a professional demeanor. Candidate must have the ability to make decisions based on criteria set forth in the Law and Administrative regulations. In addition, candidate must have the ability to work day, evening, or night shifts including weekends. Must be able to travel to various court locations in District 4. Ability to perform all essential functions of the position.

NOTE: EMPLOYEE MUST RESIDE IN ST. MARY'S COUNTY UPON EMPLOYMENT.

Application for DC Commissioner (DCA89) must be submitted. Please visit our website to download the application: <http://mdcourts.gov> or call the Commissioner's office at 301-934-5110, ext. 4. Materials must be received by 4:30 p.m. on the closing date at the address below. The Human Resources Department is not responsible for applications or resumes sent to any other address:

**District Court of Maryland
Attn: Madonna Parent, Administrative Commissioner
11 Washington Avenue
LaPlata, Maryland 20646**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.